

## DISASTER FS WRAP UP

- ◆ Complete keying for individual replacements if missed automatic replacements, document NCF, if keying for other counties, do not take ownership
- ◆ Complete keying DSNAP (resolve discrepancies – if unable to contact by phone, request info, however, case must be approved or denied by \_\_\_\_\_).
- ◆ Complete pending Disaster FS Apps (deny or approve) by \_\_\_\_\_
- ◆ Reopen and process pending regular FNS Apps.
- ◆ Prorate regular FNS Apps for November if DSNAP were received.
- ◆ Store Hurricane Matthew paper apps & logs
- ◆ Consider a Matthew hearing log (forward request within two workdays to Raleigh- code DSNAP or DRFNS – complete summary – consider form summary. Only state hearings.
- ◆ Pull all necessary reports and store with Hurricane Matthew logs. Subject to normal FNS purging regulations.
- ◆ Store/destroy unused EBT cards
- ◆ Consider staff recognition (certificates of appreciation, etc.)
- ◆ Send thank you to other counties who assisted.
- ◆ Have meeting to discuss “lessons learned” and develop/revise county plan for next disaster.